

NAME: Mir Asif SaleemLast Position: **Operations/Admin Manager**Experience: **9+ Years**Educational Qualifications: **Graduation**Key Skills: **Problem Solving, Ability to Work Under Pressure, Leadership.**Mobile: **0092-333-3151743**Current Address: **BI-18 Gulistan e Johar, Karachi, Pakistan**Email: **mirasifsaleem@gmail.com****Summary of Career**

- I have 9+ years of experience in multiple fields including Operations, Administration and Call Center.
- My field of expertise is mainly in Operations and Administration. My primary focus is to develop the good working environment and promote my colleague's growth of knowledge and personality.
- Ambitious and goal oriented and can leverage my experience and diverse skillset to propelling the organization forward.

Major Roles in Various Organizations

- Operations Manager **AJL Distributors**, Karachi, Pakistan -Feb 2019 to Apr 2021
- Operations Officer **Edraak Training And Consultants**, Abu Dhabi, UAE -Apr 2018 to Jan 2019
- Operations Coordinator in **Infinity Services**, Abu Dhabi, UAE -Jul 2015 to Mar 2018
- Assistant Cum Accountant in **Sajjad Restaurant**, Karachi, Pakistan -Oct 2012 to Sep 2014
- CSR/T.L in **Pakistan Tele Communication Ltd**, Karachi, Pakistan -May 2008 to Mar 2010

Educational Qualifications

- Bachelors In Art (B.A)–Shah Abdul Latif University, Khairpur, Pakistan**2011**
- *Higher Secondary (HSC) From Board of Intermediate & Secondary Education, Karachi, Pakistan***2006.**
- *Matriculation from Board of Secondary Education, Karachi, Pakistan***2003.**

Computer Skills/ Software Skills

- Expertise on Microsoft Office
- Ms Excel, Ms Word, Outlook, Visio

Seminars / Trainings / CO-CURRICULAR ACTIVITIES

- **Basic Ticketing Training** Organized by Al Masaood Travels at Amadeus Gulf, Abu Dhabi, UAE.
- **Call Center Training** Organized by Government of Sindh Ministry of Information & Technology, at Arwen Tech (Pvt) Ltd. Karachi, Pakistan.

Personal Details

- Date of Birth : 23Aug, 1986
- Gender : Male
- Religion : Islam
- Nationality : Pakistani
- Marital Status : Married
- Language Known: English, Arabic(Basic), Urdu, Sindhi

Employment Records

Name of Institution: AJL Distributors | PAKISTAN
Job position : Admin & Operations Manager
Year : Feb 2019–Apr 2021.



The AJL Distributors is a leading Mobile Accessories Distribution Company in the region of Karachi.

As an **Operations & Admin Manager** my duties are to provide inspired leadership for the organization. Develop, implement and review operational policies and procedures. Work with the Chairman to determine values and mission. Help promote a company culture that encourages top performance and high morale. Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations. Identify and address problems and opportunities for the company. Support worker communication with the management team. Assist HR with recruiting when necessary.

Name of Institution: Edraak Training and Consultants | UAE
Job position : Operations Officer
Year : Apr 2018–Jan 2019.



The Edraak Training and Consultants is a part of Edraak Group in the Emirate of Abu Dhabi, Dubai and Al Ain.

As an **Operations Officer** my duties were to oversee and direct daily company administrative processes and procedures. Report to Managing Director in daily tasks and duties. Communicate with management teams to confirm execution of company processes. Assist with the management of a range of equipment. Set goals for staff and monitor their progress. Conduct frequent performance reviews. Maintain positive client and vendor relationships.

Name of Institution: Infinity Services | UAE
Job position : Operations Coordinator
Year : Jul 2015–Mar 2018.



The Infinity Services is a part of Tasheel in the Emirate of Abu Dhabi and Al Ain.

As an **Operations Coordinator** my duties were to maintain working relationship with the union by following the terms of the collective bargaining agreement. Also working with all departments' functions like Finance, Underwriting, Sales, Distribution & Transportation and Contributes to team effort by accomplishing related results as needed. Coordinate with HR department for applying MOL Contract, MOI Residence and EID related matters for new and current employees.

Name of Institution: Sajjad Restaurant | PAKISTAN
Job position : Assistant cum Accountant
Year : Oct 2012–Sep 2014.



The Sajjad Restaurant is a part of Sajjad Group of Restaurants in Karachi city of Pakistan.

As an **Assistant cum Accountant** my duties were to maintain a proper record/filing of all documentation related to Accounts. Interacted with Suppliers related to payment, invoices and expenses. Interaction with customers with a polite way and rendered a tremendous service. Established and maintained relationships with individual and business customers and cater assistance with problems if customers may encounter. Supervision of several tasks assigned by the Management.

Name of Institution: Pakistan Tele Communication LTD | PAKISTAN



Job position : CSR/Team Leader
Year : May 2008–Mar 2010.

The Pakistan Tele Communication LTD is a leading Information and Communication Technology Service Provider in the all regions of Pakistan.

*As a **CSR/Team Leader** my duties were to Responsible to deal with Customer Service/Care by receiving all incoming calls to receive inquiries related to products and resolved them on top priority basis efficiently & politely, Handled Staff & Supervision of Subordinates pertaining to customer issues, Checked Staff dressing & ensured their punctuality on daily basis and Called several Junior Staff meetings and discussed future planning.*